

EDUCATION
DEPARTMENT

CONSTITUTION

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Grand and Subordinate Divisions

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Canadian Brotherhood of Railroad Employees

Organized in the City of Moncton,
October 12th, 1908.

December 15th, 1908.

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Canadian Brotherhood of Railroad Employees.

PREAMBLE.

The Canadian Brotherhood of Railroad Employees is organized in order to unite Railroad employees to work together in their own and each other's interest to promote their social, moral, intellectual and general welfare. To promote harmony between employer and employed, to raise the standard of efficiency among employees and to protect their rights.

CONSTITUTION OF GRAND DIVISION.

SECTION 1.

This Brotherhood shall be known as the Canadian Brotherhood of Railroad Employees and shall be referred to as the Brotherhood. It shall be composed of a Grand Division and the different local Divisions in Canada, working under the Charters issued by the Grand Division of the Canadian Brotherhood of Railroad Employees.

It shall have full power to make such laws as are deemed necessary for its own government and which do not conflict with its Charter or any of the Dominion or Provincial Laws passed in Canada where this Brotherhood exists.

SECTION 2.—OFFICERS.

The Grand Division shall elect the following officers: Grand President, Grand Vice President and one Grand Vice President for each province represented, Grand Secretary Treasurer, Grand Recording Secretary, Grand Chaplain and Grand Warden. A Grand Messenger, Grand Inner Guard and Grand Outer Guard shall be appointed by the Grand President to act during the Convention. A Grand Board of Directors composed of seven members shall also be elected and three trustees and an Auditor, all of whom shall hold office until their successors are re-elected and installed, unless such offices become vacant by cause.

SECTION 3.—WHO SHALL VOTE

The Grand Division shall be composed of its own officers and Past Grand Presidents, Delegates from local divisions, who

have their credentials, each local division having the right to send one delegate for each 25 members or fraction thereof. All past officers who are not delegates and are not re-elected to any office shall be entitled to vote until the close of the Grand Division.

SECTION 4.—POWER.

The Grand Division shall have power to make control, change or amend the Constitution or any form of ceremonies, secret or unwritten work of the Order. It shall also have power to supply all rituals, forms, charters, seals and all such supplies as are necessary for the Organization. It shall also have power to hear and determine all disputes and appeals from local divisions, providing such disputes or appeals are brought before the Grand Division according to Constitution.

SECTION 5.—MEETING.

The Grand Division shall have power to meet at such time and place as the members in session shall determine. The next meeting of the Grand Division shall be held in Moncton, the time to be de-

cided by the Grand President, who shall then notify all the Divisions in the jurisdiction.

SECTION 6.—SPECIAL MEETING.

When the Grand President deems it necessary he may call a special meeting of the Grand Division, to be convened at some central locality, notice of which, signed by the Grand President and Grand Secretary Treasurer, shall be sent to each local division at least 30 days previous to the time of the special meeting. The Grand President shall also call a special meeting of the Grand Division, providing five local divisions request it in writing, in which case the same notices shall be given. At any special meeting only such business shall be transacted as shall be mentioned in the notices of such meetings or in the above named written requests.

SECTION 7.—PRESIDING OFFICERS

The Grand President shall preside at all sessions of the Grand Division. When through sickness or unavoidable absence the Grand President cannot officiate, the Grand Vice President shall act in that

capacity, and when neither of the above named officers is present any member of the Grand Division may preside by a vote of a majority of the members present.

SECTION 8.—PROCEDURE.

The Grand Division when in session shall govern and be governed by Parliamentary usage. The Grand President shall appoint all committees not otherwise provided for, or fill any vacancy, as to officers or committees.

SECTION 9—ELECTION.

The Election of Grand Officers shall take place at such time, during the Convention of the Grand Division, as the members may determine by making it the order of the day. The election shall be conducted by the presiding officer, or any one of the Vice or Past Presidents which the presiding officer may select to conduct the election and shall be by ballot. The presiding officers shall appoint three tellers who shall distribute ballot paper, gather and count the votes, reporting the result to the presiding officer who shall de-

clare the same. In case of a tie the presiding officer may take the ballot over again or declare one of the contestants elected. A majority of the votes cast is necessary to an election. All Grand Officers shall be in good standing with their local divisions when elected. If more than two are nominated, the one receiving the smallest number of votes may be dropped and another ballot taken. The brother receiving a majority of the votes cast shall be declared elected.

SECTION 10.

Nomination shall remain open a reasonable length of time, before closing. After closing no brother can withdraw without the consent of the Grand Division.

SECTION 11.

In election of officers the Recording Secretary shall call the roll of those entitled to vote and each one shall deposit his ballot as his name is called. In case only one person is nominated one ballot should be sufficient to elect and may be cast by any one entitled to vote.

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SECTION 12.—INSTALLATION.

The Grand Officers shall be installed at such time during the Convention as the Grand Division may decide, and such installation shall be conducted by a Past President, and in case of the absence of a Past President, by some other Past Grand Officer to be selected by a vote of the Grand Division. The installation shall be according to the form prescribed in the Ritual, such words as may be necessary being supplied, to apply to the installation of Grand Officers.

SECTION 13.

DUTIES OF OFFICERS—GRAND PRESIDENT.

The Grand President is the executive head of the Organization. It shall be his duty to see that all the laws of the Organization are observed. He shall preside at all regular or special sessions of the Grand Division and shall appoint such officers as are required to fill vacancies and shall decide all questions of order, subject to appeal to the Grand Division.

He shall give a bond to be approved by the Trustees, and the same to be held in trust by them.

He shall with the consent of the Board of Directors have power to suspend any member, not an officer, for any of the following reasons: Divulging any secrets of the Organization; circulating slanderous or derogatory remarks concerning any Grand officer, or officers and members of local divisions; attempting to disrupt the Organization; soliciting members to join rival organizations; issuing circulars without the approval of the Grand President, or for any cause whatever, if in the opinion of the Grand President such person is a detriment to the Organization. Immediately upon suspension the Grand President shall prepare a statement setting forth the facts of his suspension, which shall be acted upon at the next regular Grand Convention, at which time the accused may appear and defend his case.

Such suspended member not desiring to wait until such convention may appeal his case immediately to the Grand Board of Directors.

The Grand President shall have power to suspend any officer of the Grand Division, if in his opinion such officer has been guilty of any act or acts unbecoming an officer of the Organization. The

same procedure shall be followed as in the foregoing paragraph.

The Grand President may convene any local Division at any time, preside therein, inspect its work, correct its errors, examine its books, grant charters to institute new Divisions, issue dispensations, etc.

The Grand President may take charge of the charter of any local Division subject to the approval of the Grand Board of Directors. Such local Division shall have power to appeal their case to the Grand Division.

The Grand President shall have power to contract in the name of the Brotherhood and to do such things as are necessary for the furtherance of the interests of the Brotherhood subject to the approval of the Grand Executive body.

He shall also fill vacancies, subject to the approval of the Grand Board of Directors, in case of the death or removal from office of any Grand Director, or other Grand Officer. The Grand President shall remain in office until his successor is installed, and shall receive such compensation as the Grand Division may determine. He shall be eligible to re-election.

The Grand President shall have charge of the formulating of passes and such other unwritten work of the Brotherhood as shall be deemed necessary. Twelve members of the Grand Division shall constitute a quorum for the transaction of business.

SECTION 14.—VICE PRESIDENTS.

The Vice President shall assist the President at the Convention in maintaining order, and such other work as the President may order, and in the absence of the President he shall take his place as the presiding official. All vice presidents shall assist the President in carrying out the requirements of the Brotherhood at any and all times, when requested so to do by the President and shall receive such compensation for their services as the Grand Division shall decide.

SECTION 15—GRAND SECRETARY TREASURER.

This officer shall keep in his possession all the Records of the proceedings of the Grand Division. He shall also receive all cash from local divisions for Charters, dues, etc., and shall deposit the same in

the name of the Brotherhood in some Chartered Bank in Canada. He shall countersign all Charters and Pass Cards. He shall preserve the Archives and be the custodian of the books, seals, papers and other property of the organization, keep a Register of all the Divisions, with the date of their organization, location and a correct list of all the members of the Organization with their P. O. address. He shall have power to sign checks upon the Order of the Grand President or Grand Division. He shall assist the auditors in every way possible in the auditing of the accounts and reports.

He shall give a good and sufficient bond issued by a guarantee company for the performance of his duties as shall be approved by the Trustees, which bond shall be held by them. He shall prepare a financial statement of the Brotherhood at the end of each month and send a copy of the same to each Division monthly, and at the end of each year of his service he shall make a general financial statement and transmit to the Grand Board of Directors previous to the meeting of the Grand Division.

SECTION 16.—R. SECRETARY.

The Recording Secsetary shall keep the minutes of the proceedings of the Grand Division, read them to the Division, furnish all Chairmen of Committees with the names of their committees, read all bills, communications and charges, and perform such other work as the Grand Division may order.

SECTION 17.—G. CHAPLAIN.

The Grand Chaplain shall perform the Devotional exercises of the Grand Division.

SESTION 18.—GRAND WARDEN.

The Grand Warden shall satisfy himself that all present are entitled to remain, shall see that all, on entering, salute the presiding officer and attend to such other duties as are required of him, and shall not allow members to pass between the President's Chair and the altar when the Grand Division is in session without permission from the Chair.

SECTION 19—GRAND MESSENGER.

This Grand Officer shall carry messages from the President to the other Grand Officers, or wherever ordered.

SECTION 20.

The inner and outer Guards shall have charge of the doors of the Grand Division and shall see that none enter the Grand Division Convention without possessing the requisite qualifications.

SECTION 21.—DUTIES OF THE GRAND BOARD OF DIRECTORS.

It shall be the duty of the Grand Board of Directors to see that the officers of the Grand Division faithfully and efficiently perform all their duties. When any Grand Officer fails to perform the duties of his office, and due notice to the Board is given, the Board shall be immediately convened and the charge fully investigated, and if by a majority vote of the Board the charge shall be sustained, then the office shall be declared vacant and a successor appointed, such appointee to serve until the next regular meeting of the Grand Division Convention. If for

any cause charges are preferred against the Grand President and the Grand Board of Directors entertain said charges, a special session of the Grand Division shall be called and the case heard in secret session, and if by a majority vote of all delegates present, the charge is sustained, then his successor shall be immediately elected. It shall be the duty of the Board to examine all bills brought before the Convention and report on them whether they recommend the payment or not.

They shall also examine and approve of all orders paid by the Grand Secretary Treasurer. Members of the Board when in session shall be allowed their regular salary per day and expenses.

The Grand Board of Directors shall hold a meeting as soon as convenient after election and shall then elect their Chairman and Secretary.

SECTION 22.—CHARGES.

Any member upon whom judgment shall have been passed and he found guilty of any crime, felony or misdemeanor shall be immediately dropped from the rolls without appeal. The Grand Convention has power to hear and dispose of all appeals and charges against a

member of any of the following charges: Who shall defraud or attempt to defraud the Grand Division, or any local Division; who shall publicly attack or scandalize any officer of the Grand Division or local division; who shall refuse to obey the mandates of the Grand President; who shall wilfully violate any part of the Constitution; who shall be guilty of habitual drunkenness, circulating detrimental reports concerning a brother or his family, or for any cause whatever if his membership reflects on the honor and integrity of the Organization.

SECTION 23.—OFFICIAL ORGAN.

As soon as the funds of the Grand Division will permit there shall be published an official paper or journal of this Brotherhood which shall be sent to all the members of the Brotherhood in good standing. No such paper or journal, however, shall be published without the sanction of the Grand President.

SECTION 24.—CHARTER.

With each Charter granted there shall be furnished free by the Grand Division, Seal, Minute Book, Roll Book, Cash

Book, 6 Rituals, 12 Ode Cards, 25 Constitutions, 6 Officers' Cards, Forms for Monthly Reports, Applications, Receipts, Transfer and Withdrawal Cards, and all other forms ordered, also letter heads and envelopes for the use of the Treasurer.

SECTION 25.—QUALIFICATION OF DIVISION.

No local Division shall be allowed representation at the Grand Division, whose dues are not at the time fully paid, unless by a vote of the Grand Division.

SECTION 26—CREDENTIALS.

The Credentials of delegates to Grand Division shall be signed by the President, Treasurer and Secretary of the Division to which the delegates belong and shall be either delivered to the delegates or sent direct to the Grand Secretary Treasurer in time for Grand Division Convention.

SECTION 27.—REVENUE.

The revenue of the Grand Division shall be as follows:

For every member initiated in a local division	\$1.00
For every member of the Brother- hood monthly	.35
Transfer or Withdraw Cards each....	.25
A small charge for supplies merely to pay cost of the same.	

SECTION 28.—GRAND DIVISION—PRO- CEDURE.

When the hour arrives for the Grand Division to open the Grand President (or one of the Vice Presidents or the P. P.) shall take the Chair, call the meeting to order and proceed according to ritual. The Grand President shall appoint a committee of five as credential committee, whom he is satisfied are qualified to sit as delegates, and this credential committee will report as soon as possible.

SECTION 29.—REGISTER.

There shall be placed in the Grand Division room a Register Book in which all the members of the Grand Division shall register. The Committee on Credentials shall examine this book as well as all the Credentials submitted, and

make a report of those entitled to sit and vote at the Convention, and this list shall be held by the Grand Secretary and shall be the official voting list for the Grand Division. It may also be added to in case there are found to be any omissions or in case of any supplementary reports.

SECTION 30.—COMMITTEES.

The G. P. also appoints a committee on Constitution and Law to investigate any amendments or alterations submitted and make such recommendations to the Grand Division on Constitution and law as they think advisable.

Besides a Credential Committee and a Committee on Constitution and By-Laws, the Grand President shall also appoint a Committee on Ritual and secret work, a Committee on Ways and Means, Committee on Correspondence, a Press Committee, a Committee on Entertainment, a Committee on Appeals and a Committee on Suspension and Expulsions; also a Messenger and an Inner and Outer Guard, and such other committees as the Grand Division may order.

SECTION 31—DUTIES OF COMMITTEES.

The Committee on Ritual and Secret Work shall have power to make any recommendation on the change of ritual or secret work of the order which they think necessary. They may also formulate a cipher and key to the same besides the current passwords to be used in all Divisions.

The Committee on Ways and Means shall take into consideration any additional books or other property that may be needed for the Brotherhood, and may recommend any new methods or expenses of officers in connection with the Order or its working which they may think in the interest of the Brotherhood and shall report such recommendations to the Grand Division to be dealt with in the usual way. The Committee on Correspondence shall examine all correspondence of the Grand Officers, also the address of the Grand President and shall report thereon. The Press Committee shall have charge of all reports which shall be given to the newspapers concerning the proceedings of the Grand Division, and no reports shall be given to the press from any other source.

The Committee on Entertainment may, subject to the approval of the G. P., provide such means of entertaining the delegates of the Grand Division as shall seem to them suitable. The Committee on appeals shall hear and determine all appeals and report to the Grand Division. The Committee on Suspensions and Expulsions shall report the number of suspensions and expulsions and their names, making any recommendations they think necessary.

SECTION 32.—AMENDMENTS.

This Constitution or any part of it may be altered, amended or changed at any session of the Grand Division provided always that any such alterations, amendment or change shall be filed with the Grand Secretary previous to the meeting of the Grand Division to be handed over by the Grand Secretary to the Committee of Constitution and Law. Any delegate or officer who has an amendment or any change in the Constitution to introduce and who has failed to transmit the same to the Grand Secretary may submit the same to the Committee on Constitution and Law provid-

ing the same is signed by at least five delegates.

SECTION 33.—BENEFICIARY DEPARTMENT.

Fifty Dollars will be paid by the Grand Division as a Death Benefit, providing the deceased was a member in good standing for six consecutive months immediately previous to his death. No death benefit shall be allowed until this Brotherhood has been in operation one year. No death benefits shall be paid for any death resulting from intoxication, or from any disease from which claimant was suffering when he joined the Brotherhood, or if death was on account of his own act or negligence. Local divisions may create a sick and accident fund and shall have power to regulate the amount and manner in which it shall be paid, providing that no benefit shall be allowed until six consecutive months actual good standing in the organization.

Proof of death must in all cases be satisfactory to the local Division where deceased lived and the certificate shall be signed by the President and Secretary and forwarded to the Grand Secretary Treasurer.

SECTION 34.

The Grand President with the Grand Secretary Treasurer and the different Grand Vice Presidents and the Grand Board of Directors, shall be the Grand Executive body of the Brotherhood to attend to such business of the grand body as shall come up when the Grand Divisions is not in session.

SECTION 35—ORDER OF BUSINESS.

The following shall be the order of business of the Grand Division. The G. P., however, may in his discretion change the order to suit the occasion:

Opening.

Appoint Committees (Credential).

Report of Credential Committee.

Calling roll of Officers and Delegates.

Appointing committees on Suspension, Expulsion, Constitution and Ritual, Press, Correspondence, Ways and Means, Entertainment, Appeals.

Reading Minutes of last meeting or meetings.

Grand President's address.

Bills and Communications.

Reports of Committees (all those who are prepared to report.)

Annual audit report of Auditor.

Unfinished Business.

New Business.

Election of Officers.

Selection of next place of meeting.

Installation.

Exemplification of Secret Work.

Good of the Brotherhood.

Closing.

SECTION 36.

The G. P. shall make his annual address to the Grand Division as shown in the order of business and such address shall refer to his work during the interim, the state of the Order generally, any recommendations he may see fit to introduce, and any matter as to trade, commerce or other business which he considers affects the interests of the Institution.

It shall be considered and is against the usages of the Institution and the principles of the Brotherhood for any Division, Grand or local, or for any member of the Brotherhood to work or act against the interests of any other recognized Brotherhood. And it shall be the recognized duty of this society to work in harmony with all other recognized Brotherhoods established in Canada.

SECTION 37.—BOARD OF ADJUSTMENT.

The Chairman of the different local Grievance Committees shall meet at the call of their chairman and shall form and shall be known as the joint Board of Adjustment. They shall appoint their own officers at their first meeting and their duties at all times shall be to adjust grievances and to amend, formulate and present all schedules.

SECTION 38.

If it is made to appear to the Chairman of the Board that there is a grievance which cannot be settled without the intervention of the Board, the Chairman shall call the said Board together as soon as convenient, at such time, and place as he may decide on. And all grievances brought before them in the regular way shall be considered and adjusted if possible.

SECTION 39.—EXPENSES.

At all meetings of said Board the members and such witnesses as attend such meeting and whose presence is ab-

solutely necessary shall have their fees and expenses paid by such Board out of the funds provided for that purpose.

SECTION 40.—FUNDS, HOW PROCURED.

The funds referred to in section 39 shall be levied on each local Division according to membership and in a sufficient sum to meet the expenses of the Board. The amount assessed on each Division shall be levied and collected by the Grand Secretary Treasurer and paid over to the Secretary of the Board of Adjustment to be placed in a fund at the disposal of the Board.

If the Joint Board of Adjustment fails to adjust any grievance the case shall be submitted to the Grand President who shall take such action as he deems advisable.

It shall be the duty of the Chairman of the Joint Board to call meetings of the Board, preside at all meetings and assist all local grievance committees in any grievance or grievances which the local chairman may submit to him.

The amount for which the different local divisions shall be assessed for expenses of the Board of Adjustment shall

be determined by the Grand President at such sum as he thinks sufficient.

Any local Division whose members are not employed in connection with the same railroad where a grievance arises shall not be assessed for the expenses of the Board when settling the said grievance.

SECTION 41.

All officers attending Grand Divisions and all Grand Directors or any other person may receive such compensation and expenses as the committee on ways and means shall recommend, subject to the approval of the Grand Division in Convention assembled, to be paid out of the funds of the Grand Division. The Committee on Ways and Means when computing expenses shall take into consideration the various inconveniences which the officers are subjected to and may only allow half of an officer's expenses where that officer is also a delegate and has half of his expenses paid by the local Division, and any other matter affecting the said expenses.

SECTION 42.

All Divisions, grand or local, of this Brotherhood may make any person an honorary member, and such person shall have the right to speak on all matters pertaining to the good of the Brotherhood, but shall not have the right to vote. The Grand Division shall not exact per capita tax from a local Division for honorary members. Neither shall a local Division charge dues to honorary members. Honorary members must always be railroad employees.

SECTION 43.—DUTY OF GRAND AUDITOR.

It shall be the duty of the Grand Auditor to examine all officers' reports for the year and all books and vouchers containing the finances of the Grand Division and make a complete report to the Grand Division while in session, such report to show clearly the financial standing of the Grand Division at the time the report is read. When the Grand Executive or Grand Division deems it advisable they may order the Grand Auditor to examine and audit the books of any local Division.

SECTION 44.—DUTIES OF TRUSTEES.

The Trustees elected by the Grand Division shall be the custodian of the Bonds of the Grand President and Grand Secretary Treasurer and such other bonds and property as shall be placed in their custody by the Grand Division.

CONSTITUTION

— OF —

Subordinate Divisions

SECTION 1.—NAME AND CHARTER.

This Division shall be known as Division, No. of the Canadian Brotherhood of Railroad Employees and shall hold and display a legal and unreclaimed charter granted by the Grand Division of the C. B. R. E., but no Charter shall be granted to a Division having less than fifteen members.

SECTION 2.—MEETINGS.

This Division shall meet at least once each month at such time and place as shall be agreed upon by the Division. Special meetings may be called by the President when he deems it absolutely necessary, or the Secretary on a written request of five members in good standing. Notices of said special meeting shall be posted in at least three different places where they will be seen by the members. The business done at a special meeting shall be that only which the meeting is called to transact.

SECTION 3.—QUORUM.

Five members of this Division in good standing shall constitute a quorum for the transaction of business. Visiting members may be included in the quorum to help conduct initiation but for no other purpose.

SECTION 4.—JURISDICTION.

This Division shall have jurisdiction over all members residing within its limits, and shall have power to punish its members for misconduct and violation of obligation, providing that a charge be brought according to the form prescribed, and the offending brother be given ten days notice by summons which shall contain a specification of charge.

SECTION 5.—OFFICERS.

The Officers of this Division shall consist of a President, Vice President, Treasurer, Secretary, Chaplain, Warden, Reporter, Messenger, Inner Guard, Outer Guard and Past President, all of whom except the Past President shall be nominated and elected at the last regular meeting in December and installed at the first regular

meeting in January. In cases where new Divisions are organized, the officers shall be elected and installed as soon as possible and shall enter on their duties at once. In all other cases the officers shall begin their services when installed and their duties shall cease when their successors are installed. Should a Division fail to elect its officers as provided by this section, the election and installation shall take place at any regular or special meeting which the members may decide on.

SECTION 6—ELECTIONS.

Elections of officers shall be conducted by a Past President, President or a Vice President and shall be by ballot, the majority of the votes cast being required to elect an officer, except in case of only one nominee, when one ballot shall be sufficient. The presiding officer shall appoint three tellers, who shall distribute ballot paper, gather and count the ballots, reporting the count to the presiding officer who shall declare the election. In case of more than two being nominated the one receiving the least number of votes may be dropped and the others voted on, and so on till the one

receiving a majority of the votes cast is elected.

SECTION 7.—INSTALLATION.

The installation of officers shall be conducted by a Grand Officer, a Past President or a President.

SECTION 8.—COMPENSATION.

The Division shall not be liable for any claim for salary or expenses for any services performed by an officer, committee or member except such as has been duly authorized by the division, but any Division may pay its Treasurer a salary or a commission.

SECTION 9.—COMMITTEES.

The standing committees of this Division shall be a grievance committee of not less than five representing each department, a finance and audit committee of three, a committee on Care of the Sick, of seven, a hall committee of three. These committees shall be appointed by the President on the day of Installation. Other committees may be appointed to attend to such other

work as assigned them. The committee on care of the sick shall consist of seven, one for each day of the week.

SECTION 10.—DUTIES OF OFFICERS.

The President after serving his term as such shall be the sitting Past President and shall be referred to as a past president thereafter. The sitting Past President shall when possible instal the officers. In the absence of the President and Vice President he shall preside at the meetings.

The President shall preside at all meetings of the Division, preserve order therein, decide all questions of order subject to appeal to the Division, appoint all committees except otherwise provided for; require a strict observance of the Constitution and usages of the Brotherhood, call special meetings when absolutely necessary and shall have a vote in case of a tie. Upon the request of five members he shall call special meetings by giving due notice and perform such other duties as may be required of him by the Constitution and By-Laws of the Order.

SECTION 11.—VICE PRESIDENT.

It shall be the duty of the Vice President to assist the President in the discharge of his duties, and in his absence take his place as presiding officer. In case of the death or resignation of the President he shall assume the duties of that officer until another is elected.

SECTION 12.—TREASURER.

It shall be the duties of the Treasurer to keep a true account between the Division and its members, to receive all dues, fees and other cash payments to the Division, pay out for all disbursements, on the Order of the Division, when signed by the President and Secretary. He shall make a monthly report to the Grand Division of all cash receipts, expenditures, initiations, expulsions, suspensions, transfers, reinstatements and deaths, and shall file a duplicate of each such return in a book prepared for that purpose. He shall give such guarantee bonds as shall be satisfactory to the Grand Division of not less than two hundred dollars to be held in trust by the Grand Division. He shall at the meeting of Installation of Officers present a general report for the

year of all receipts and disbursements, of the state of the finances of the Division, of all initiations, expulsions, suspensions, transfers, reinstatements and deaths during the year. He shall keep a note book of the members, giving date of initiation, age, post office address of members and the date to which dues are paid. He shall remit the per capita tax, and such other fees as the Grand Division requires. He shall present all books, papers and vouchers of his office to the Finance and Audit Committee in time to be examined with his report on the date of the Installation of officers at the end of the year, and shall deliver up at the end of the year all books, papers, funds or other property connected with his office to his successor, or to those authorized to receive them.

SECTION 13.—SECRETARY.

It shall be the duty of the Secretary to keep an account of the proceedings of the Division and read them at the next session; call the roll of officers noting absentees; read all propositions, communications, bills and resolutions, order all supplies, post notices of special meetings

and perform such other duties as the Division shall require of him. He shall also notify all local Divisions of the name and date of all those expelled from his Division and those rejected.

SECTION 14.—WARDEN.

The Warden shall examine all persons present as to their qualifications to remain. He shall introduce visitors, have charge of candidates at their initiation. He shall have charge of the regalia, rituals, ode cards and other property of the Division.

SECTION 15.—CHAPLAIN.

The Chaplain shall conduct the Devotional services of the Division.

SECTION 16.—INSIDE GUARD.

The Inner Guard shall have charge of the inner door of the Division room. He shall allow no one to enter or retire without being duly qualified except by permission of the President or Vice President. He shall also see that no one enters during the opening or closing ceremonies or during initiation, unless by the special order of the presiding officer.

SECTION 17.—OUTER GUARD.

The Outer Guard shall have charge of the outside door and ante-room. He shall see that the door is properly secured when the Division is opened and during the session, permit no one to enter the ante-room except those he knows to be qualified, and perform such other duties as shall be required of him.

SECTION 18.—REPORTER.

It shall be the duty of the Reporter to advertise such notices of the Division and in such newspapers as the Division shall order; report any matter to the press as the Division shall deem necessary and in the interests of the Order and perform other duties as required by the Division.

SECTION 19.—MESSENGER.

The Messenger shall carry messages from the President to the officers of the Division or elsewhere as directed by the presiding officer.

SECTION 20.—GRIEVANCE COMMITTEE.

The Grievance Committee shall investigate all grievances and charges submitted to them by the Secretary, adjust them if possible and report results to the Division in writing. They shall elect their own Chairman and Secretary.

SECTION 21.—FINANCE AND AUDIT COMMITTEE.

The Finance and Audit Committee shall investigate all bills and accounts brought before the Division and make recommendations as to their payment or non-payment. They shall also examine all financial reports of officers, audit the books of the secretary and treasurer and make a report of the same on the date of Installation.

SECTION 22.—COMMITTEE ON CARE OF SICK.

This committee shall report all cases of sickness to the Division, and each member shall secure from the members of the Division such attention to or for the

sick as is required for the night for which he is appointed.

SECTION 23.—HALL COMMITTEE.

The Hall Committee shall see that the hall is ready for the Division at the appointed hour, arrange room for special meetings, arrange for hall in case of the Division changing its place of meeting, and attend to such other duties as the Division shall order.

SECTION 24.—VACANCIES.

Any officer or member of a Committee may resign his position as such, and if accepted by the Division such position may be filled at any regular or special meeting as the Division may determine. All vacancies occurring in any other way may be filled in the same manner unless already provided for.

SECTION 25.—OFFENCES.

Any brother in good standing having reason to believe that a member of this Division has been guilty of a violation of obligation or any other offence unbecoming a member of this Brotherhood he shall bring a charge against the brother ac.

ording to the form, specifying the offence and place it in the hands of the Secretary.

SECTION 26.—DISPOSAL OF CHARGE

When a charge is read by the Secretary it shall be referred to the Grievance Committee who shall summons the accused, giving him ten days notice; also specification of offence according to the form, and state where and when the case will be heard.

At said trial the accused shall have a fair hearing, may call witnesses in his defence, and may give evidence himself. He shall also have the privilege of employing a member of the Order in good standing to conduct his case. The brother bringing the charge shall also have the privilege of calling witnesses, and employing counsel providing such counsel is a member in good standing. The evidence shall all be taken down in writing and handed over to the Secretary after the committee has reported the result of the trial to the Division.

SECTION 27.—REPORT.

After the charge has been investigated the committee or a majority of them

shall report to the Division at their first opportunity, "Charge Sustained," or "Charge Not Sustained." If the charge is sustained and the report is received by the Division the accused shall be either expelled, fined, suspended or reprimanded as the Division may decide.

SECTION 28.—APPEAL.

If the accused is not satisfied with the result of the trial, he may within thirty days give notice of his intention to appeal the same to the Secretary, and by order of the Division the Secretary shall send a copy of all papers in connection with the case to the Secretary of the Grand Division to be dealt with.

SECTION 29.—MALICE.

If the Grievance Committee have reason to believe that the said charge was brought for spite or malice or for the purpose solely of harrassing the accused they shall so report and if the charge so brought is not sustained the accuser may be subject to the censure of the Division.

SECTION 30.—MEMBERSHIP.

All white persons of eighteen years of age of good moral character, sober and

industrious habits who are railroad employees in Canada shall be eligible to membership in this Order.

SECTION 31.—OFFICE QUALIFICATION.

Any member whose dues and assessments are fully paid, at the time of his election may be elected to office in his local Division, but any office may be declared vacant at any regular meeting if the occupant of said office has not paid his dues to date.

SECTION 32.—DELEGATES.

The delegates to the Grand Division shall be elected from the members in good standing at any meeting during the month previous to the meeting of the Grand Division. Each Division shall pay the expenses of its delegates when attending Grand Division, except when any delegate is an officer of the Grand Division, when the local division shall only be responsible for half the expenses.

SECTION 33.—APPLICATIONS.

All applications for membership shall be referred to a committee of three, two

of whom shall be named by the presiding officer, and the third by the Vice President. This committee shall investigate the character of the applicant and report at the next regular meeting; but the committee may investigate and report at the same meeting at which the application is read, providing there is no dissenting vote. No application shall be considered unless the initiation fee of \$2.00 accompanies it. In case a candidate is rejected his fee shall be returned to him. On the night of initiation the candidate shall pay 50 cents dues which shall be the dues for the month succeeding the month of his initiation. The dues to be paid to the Grand Division are not charged for the month of initiation.

SECTION 34.—BALLOT.

After the Committee has reported on an application he may be balloted for and should three black balls appear the candidate shall be rejected; but a ballot may be taken over again at the same meeting providing a two-thirds vote of the members present so declare. If less than three black balls appear the candidate shall be declared elected, and shall be so

notified. When a candidate is rejected the President shall call the attention of the members to the fact that it is contrary to the laws and usages of the Order to divulge to any one outside the Brotherhood the name of a rejected candidate. No brother shall be governed by any personal feeling or spite when balloting on the name of a candidate.

SECTION 35.—SEAL.

Each Division of this Brotherhood including Joint Board of Adjustment, shall be provided with a seal by the Grand Division, and all official papers made by the Division or joint board will not be legal without the impression of the seal upon them.

SECTION 36.—DROPPED MEMBERS.

Members who fail to pay their dues for one month shall be regarded as dropped members for next month and unless they appear and pay up all charges against them within three months they shall be considered suspended and in order to be readmitted they must apply to the Division and be dealt with the same

as new members. Any Division may remit or pay the dues of a member.

SECTION 37.—EXPELLED MEMBERS.

No expelled members shall be eligible for readmission in less than one year from date of expulsion, and then only with the consent of the Division which expelled him and only under the rules governing new members and no rejected candidate shall be proposed for membership until six months has elapsed.

SECTION 38.—FORM OF CHARGES.

All charges must be in writing and in this form I....., being a member in good standing of..... Division No..... of the Canadian Brotherhood of Railroad Employees, do hereby charge Bro..... of Division No..... with (unbecoming conduct or violation of obligation as the case may be) to wit: That the said..... did on or about the day of 190 (here state what the accused did) and I ask for the said charge to be investigated.

Dated at
 this day of
 190.....

.....
 Signature of Accuser.

SECTION 39.—SUMMONS.

Canadian Brotherhood of Railroad Em-
 ployees.

To Bro. Division No.....

You are hereby summoned to appear
 before the Grievance Committee of this
 Division, at on.....day
 of 190 to answer
 to the charge brought against you by
 Bro. that you did on
 or about the day of
 190 (here state what the accused
 did as in charge), and you will be heard
 in your defence.

..... 190

.....
 Chairman of Grievance Committee.

SECTION 40.—OFFENCES.

Any member entering a Division room
 under the influence of intoxicants or us-
 ing indecent or offensive language shall

be fined, reprimanded, suspended or expelled as the Division may decide.

SECTION 41.

If it comes to the knowledge of any brother that a member has reported for duty under the influence of intoxicants, he shall report the same to the President who shall in his discretion either call his attention to the Constitution and caution him as to a repetition of the offence, or he shall order a brother to bring a charge against him at once and proceed according to rule.

SECTION 42.

If any brother has reason to believe that a brother is pilfering from his employer or acting in any way that would bring our Order into disrepute a charge shall be brought against him according to form and he shall be dealt with accordingly. Any brother having such knowledge as above mentioned and failing to report it shall be considere as acting in a way that would bring our Order into disrepute and shall be dealt with accordingly.

SECTION 43.—FEES AND DUES.

The initiation fees of this Brotherhood shall not be less than \$2.00 which must accompany the application. The dues shall be 50 cents per month payable in advance. The dues of the members shall begin with the first of the next month after admission.

SECTION 44—CARDS, WITHDRAWAL.

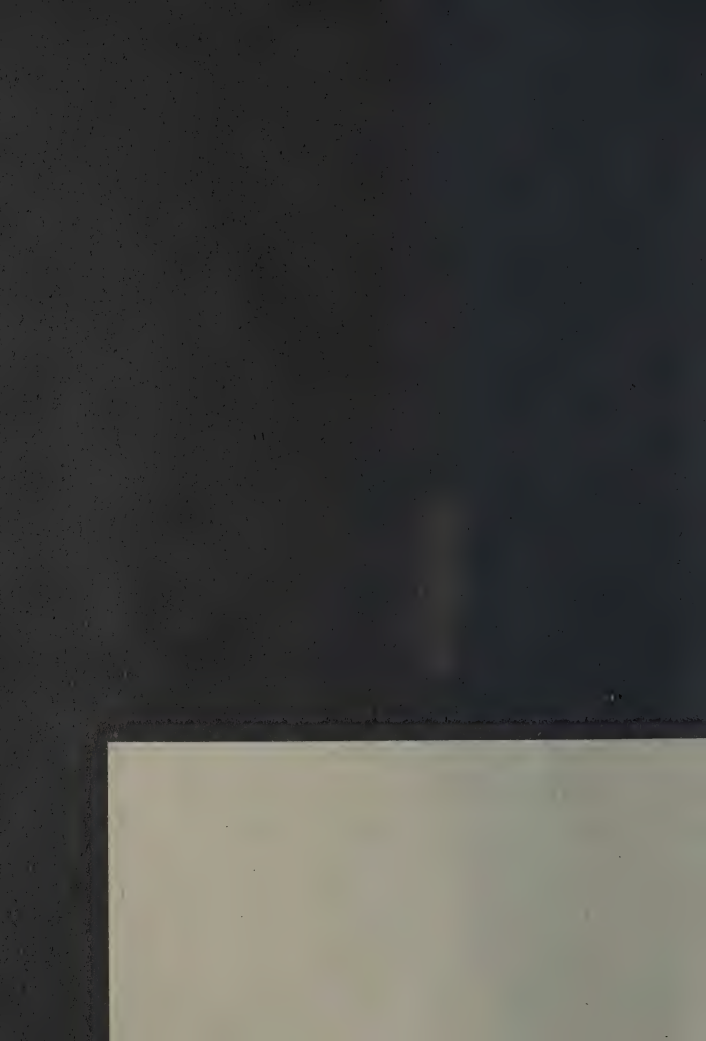
Any Brother wishing to leave the Brotherhood for a time or for good may receive a withdrawal card on payment of fifty cents and on surrendering to the Division his Pass Card. Withdrawn members may only be readmitted as new members.

SECTION 45.—TRANSFER.

Any Brother who wishes to leave one Division and join another may do so on payment of 25 cents and will receive a transfer card which he will lodge with the other division, and such transfer card will show the date to which the holder's dues are paid. The holder will not be compelled to pay dues until his transfer

SECTION 49

The Treasurer's books of the Local Divisions, the Secretary-Treasurer's books of the Grand Division, and all books or papers containing Financial Statements of the Grand or Local Divisions of this Brotherhood generally shall at all times be open to the inspection of all Members of the Brotherhood in good standing.



card has expired, but in lodging his Certificate with another Division he shall pay not less than 25 cents.

SECTION 46.—PASS CARDS.

The Pass Cards for members shall be issued annually and shall show by stamp on one side the months for which dues are paid.

SECTION 47.

No Division shall lower the initiation fee without a dispensation which the Grand President is hereby authorized to grant if in his discretion he considers necessary.

SECTION 48.

Any person joining this Brotherhood shall join the Division nearest his place of residence, but in case it be made to appear that it is more convenient for some particular individual to join a Division which is not the nearest one to him, then such individual may join such other Division providing the Division nearest him gives its consent.

GENERAL RULES.

1. No questions of a secretarian or partisan character shall be discussed in any Division.

2. When a question is put a presiding officer after announcing the question shall ask, "Is the Division ready for the question?" and if no one speaks the question shall be put.

3. A motion to adjourn shall always be in order except when it was the last motion, and it is not debatable.

4. When a person is speaking or when a question is being put no person shall walk across the floor, and at no time shall a person pass between the Presiding Officer and the altar (except the warden) without permission from the chair.

5. When the Division is in session no person shall use profane or unbecoming language or impeach the motives of a brother.

6. When the Division is in session no person shall leave the Division room without the permission of the presiding

officer and without saluting the Vice President.

7. When a brother wishes to speak while the Division is in session, he shall rise in his place and address the presiding officer as "Mr. President" and then shall confine himself to the question at issue.

8. Five members may appeal to the Division against the decision of the presiding officer, who shall then put the question thus, "Shall the decision of the chair be sustained?" The presiding officer may make an explanation of his decision but otherwise the question shall not be debatable. When the question is put all members in good standing shall vote unless excused.

9. Five members may ask for the yeas and nays to be called in which case the Secretary shall call the roll of those entitled to vote and each one shall answer yes or no as his name is called, and such vote shall be recorded on the minutes.

10. The Chairman of each committee appointed shall be the first named unless otherwise provided for.

11. A motion can be reconsidered at any time within thirty days of its adoption, providing the mover voted in the majority when the motion was passed.

12. When the previous question is moved all discussion ceases and only explanations are allowed until the question is settled.

13. When a question is before the Division each member speaking shall confine himself to the subject under discussion, shall not speak more than twice nor over five minutes, without permission. When in the opinion of the President the question has been sufficiently discussed, he shall call on the mover, who has the privilege of closing the debate.

14. When a member rises to a point of order the member speaking shall take his seat until the point is decided.

15. Committees reports may be adopted section by section or as a whole.

16. When a question has been decided once it shall not be brought up again at the same session.

17. If an officer of a local Division absents himself from Division for three regular meetings in succession, his office shall be declared vacant and filled at the fourth meeting unless he can furnish a satisfactory excuse. At the third meeting the presiding officer shall give notice that the office will be filled at the next meeting.





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